

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1136

TITLE: DEPUTY LIBRARY DIRECTOR

GRADE: S-34

DEFINITION:

Under direction, and under policies as established by the Library Board of Trustees for the Fairfax County Public Library System, to assist the Director of the County Library in the planning, administration, coordination and public relations of the Library system; to act for the Director in his absence; and to do related work as required.

TYPICAL TASKS:

Assists Library Director with the administration and operation of the Library;
Recommends and/or implements program changes;
Coordinates activities and functions of public services, administration and technical services;
Recommends, plans, organizes and coordinates special projects;
May initiate and plan surveys of library services and facilities;
Directs personnel relations and procedures;
Interviews and selects professional librarians;
Directs preparation of monthly, annual and special reports.
May assist Library Director in development and justification of proposed annual budget and may give general supervision to the expenditure of Federal, State and local appropriated funds.
Assists Library Director in planning and establishment of branch Libraries and expansion of library services.
Is responsible for Library's public information program;
Speaks before civic groups and organizations regarding Library policies and services;
Attends national, state and local meetings and conferences.
Attends Library Board meetings.
Suggests policy changes to Library Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library operations, techniques, and practices with additional skills in administration, organization, management, and budgeting;
Ability to compile and analyze data and to prepare a variety of reports;
Ability to plan, direct and supervise the work of subordinate personnel;
Ability to speak and write effectively;
Ability to work effectively with subordinates, co-workers, other County officials, community groups and officials, and the general public.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:
Graduation from college with a Master's degree from an accredited library school and five years of increasingly responsible professional library experience in a major area of library administration in a public library.

NECESSARY SPECIAL REQUIREMENT:

Possession of a certificate issued by the Virginia State Board for the Certification of Librarians.
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